



Direct Deposit and Electronic Salary Statement Policy Information and Agency Guidance



POLICY INFORMATION:

Pursuant to recommendations issued by the Smart Government Initiative, all individuals hired on or after January 1, 2015 and paid through the Kentucky Human Resource Information System (KHRIS), to include judicial and executive branch employees, shall be paid through direct deposit and shall utilize Employee Self-Service (ESS) to access their electronic salary statement.

Options for enrolling in direct deposit include a:

- Personal checking/savings account at a financial institution of their choice, or
- Payroll Card (prepaid debit card) issued by a financial institution under contract with the Commonwealth of Kentucky.

Those exempt from this policy include day laborers and state active duty.

This requirement is a final step towards maximizing the utilization of electronic payments and minimizing the number of paper checks and pay stubs issued by the Commonwealth.

The use of direct deposit and ESS, instead of paper checks and stubs, results in cost savings to the state by reducing purchasing, processing, distribution, and operational costs. State employees also benefit as confidential payroll information is made more secure and immediately available on payday regardless of vacation, illness and/or inclement weather.

POLICY EFFECTIVE DATE: March 15, 2015

NOTE: This policy was revised in May 2015 as a result of Senate Bill 62. It previously included all employees regardless of hire date as well as the legislative branch. It replaces the following:

- Direct Deposit and Electronic Salary Statement Policy, implemented January 1, 2013
- Electronic Salary Statement Policy, implemented August 15, 2013.

Related Forms and Documents:

- [Personnel Memorandum 2015-03](#)
- Direct Deposit and Electronic Salary Statement - Policy Information (*this document*)
- Direct Deposit: Bank Account or Payroll Card - Information and Account Options Guide
- Direct Deposit Enrollment Instructions and Form
 - Direct Deposit Enrollment and Update Form
- Direct Deposit and Payroll Card: Answers to Frequently Asked Questions
- Guide to Accessing and Understanding Your Electronic Salary Statement

AGENCY GUIDANCE:

Agencies are responsible for enforcing this policy and the Personnel Cabinet will monitor compliance through reporting.

During the onboarding/orientation process, new hires should be provided the above direct deposit information which is available on the Personnel Cabinet's website under [Benefits/Pay](#). (Remember that employees should be enrolled before pre-payroll runs for the period in which the employee will receive their first pay.) Employees electing to enroll with a personal bank account may do so as described in those instructions. Those electing to enroll with a Payroll Card should complete the enrollment and update form and provide such to their HR Administrator.

The HR Administrator should then submit a Business Request to the Personnel Cabinet, providing the employee's name and PERNR. Additionally, if email encryption is not available, the HR Administrator should provide their fax number. The subsequent account information generated by the creation of the Payroll Card will be returned to the HR Administrator for direct deposit set-up in KHRIS. **NOTE:** If an employee does not enroll in direct deposit using a personal bank account nor do they request a Payroll Card timely, the HR Administrator should submit a Business Request to the Personnel Cabinet, providing the employee's name and PERNR requesting a Payroll Card be created.